

# STREET NAME CHANGE PROCEDURES AND STANDARDS

## I. PROCEDURES

### Citizen

Determine that the proposed street name complies with the City's street name standards.

- Use 'Street Name Check' tool to identify duplicate street name:  
<https://plattracker.houstontx.gov/edrc/PSOStreetNameCheck.aspx>

Compare proposed name against Street Name Standards (Chapter 41-22). Submit a request for name change including the following information:

- A letter requesting the street name change addressed to the Director, Planning and Development Department, P.O. Box 1562, Houston, Texas 77251-1562.
- A written petition signed by a percentage of the property owners abutting the public or non-public street to be renamed:
  - If it is a public street, the petition must be signed by at least 75% of property owners
  - If it is a non-public street, the petition must be signed by at least 51% of property owners
- A title report certifying that all the property owners listed on the petition are current owners of record abutting the street.
- A payment in the form of a credit card over the phone, a check, or a money order for the application fee and the admin fee made out to the 'City of Houston.' Current fees are published on the City of Houston website at [City-Wide Fee Schedule \(houstontx.gov\)](https://www.houstontx.gov/citywidefeeschedule/).

For *private streets*, applicant must also include:

- A metes & bounds written description of the property occupied by the private street or a copy of a recorded plat depicting the private street
- A boundary survey map of the property occupied by the private street that has been prepared by an engineer or surveyor, shows all engineering and survey data and accurately depicts the location of the private street, and is prepared in conformance with the official survey system described in division 2 of article III of chapter 33 of this Code

Upon approval by City Council of a public or non-public street name, the applicant must provide payment for the appropriate amount per sign blade that needs to be changed or installed, unless the street signs are managed by another entity.

## Planning and Development Department

- Verifies that the proposed name and accompanying documents comply with the City's street name standards.
- Prepares a map indicating the boundary of the name change.
- Notifies abutting property owners and public agencies (Post Office, Police and Fire Departments, Houston Emergency Center, CenterPoint Energy, and Greater Harris County 911) of the proposed name change, and allows a 30 day time period for comments.
- Asks the Legal Department to prepare an ordinance for City Council to consider.
- City Council votes on the proposed ordinance. If approved, the name change will be effective 90 days after passage of the ordinance.
- Notifies property owners and public agencies of name change.
- Asks the Traffic Management and Maintenance Division of the Department of Public Works and Engineering to install new street signs.

## II. STREET NAMING STANDARDS (see also Chapter 41-22)

- The proposed street name must not be a duplicate name of any existing street name in the City or its extraterritorial jurisdiction.
- A new street that is a direct extension of an existing street shall have the same name as the existing street, unless the existing street name is a duplicate street name.
- A non-public street that is a direct extension of a public street or a cul-de-sac shall not have the same name as the public street.
- Street name suffixes must be assigned as follows:
  - Court, Circle or Loop are reserved for cul-de-sac or loop streets;
  - Boulevard, Crossing, Crossroad, Expressway, Motorway, Parkway and Speedway are reserved for major thoroughfares or divided streets with at least 2 lanes of traffic in each direction.
  - Bypass, Highway and Freeway shall be reserved for designated highways or freeways under the jurisdiction of the Texas Department of Transportation.
  - Avenue, Drive, Road and Street shall be used only to designate major thoroughfares, major collector streets, collector streets or local streets.
  - Bridge, Fork, Lane, Oval, Passage, Path, Place, Trail and Way shall be used only to designate collector streets or local streets.

- Tunnel shall be used only to designate streets that provide underground or underwater passage.
- A street name suffix shall not be used as part of the street name.
- The abbreviation of a street name suffix shall be consistent with the United States Postal Service postal addressing standards
- A Street name shall not include any typographic characters or symbols.
- Street name prefixes such as North, South, East, and West may be used to clarify the general location of the street. However, such prefixes must be consistent with the existing and established street naming and address numbering system of the general area in which the street is located.
- Alphabetical and numerical street names may not be used except where such street is a direct extension of an existing street and is not a duplicate street name.
- A street shall not intersection with another street more than one time without an intervening name change.
- When a street changes direction by approximately 90 degrees, the street name shall change.
- Proper names can only be used if the individual is *deceased* and meets the following criteria:
  - National figures (i.e., Martin Luther King Blvd., Sgt. Macario Garcia Drive) are reserved for Major Thoroughfares and Local Streets; and
  - Locally elected officials are only reserved for Local Streets.